GUIDANCE FOR COMPLETING A CHILD PERFORMANCE APPLICATION FORM

This guidance has been produced to assist you in completing the Child Performance and Activities Licence Application form; full and accurate completion of the form will enable Bury Council to process the application and issue a licence as efficiently as possible. The application form has been approved by the Department for Education. It is accepted by all councils and should not be altered in any way. The applicant should complete Part 1 of the form. It should be forwarded to the parent to complete and sign Part 2. It should then be returned to the applicant who, having full details of the child including any medical conditions they should be aware of, should sign the application form on Page 7.

The completed form together with a copy of the child's birth certificate, 1 photograph of the child taken within the last 6 months,) and a letter giving permission for absence from school (if applicable) should be emailed to child.licensing@bury.gov.uk

ALL QUESTIONS ON THE FORM MUST BE ANSWERED.

Questions that require particular attention:

Question 3   Ensure a full description is included. This information is required to ascertain what conditions if any need to be included on the licence.

Question 5   Ensure that the name of the venue and full address including postcode is entered. If the location does not have a postcode i.e. beach/park provide the postcode of the nearest building or where the unit base will be located.

Questions 6, 7 and 8:   Clearly state the dates and time of day the child will be performing. Stating "within permitted hours" is not acceptable. If specific dates are not known a start and end date (not exceeding 6 months) should be entered with the number of days required within that period.

Questions 14 and 15   State the name and address of the chaperone and the name of the local authority who has approved them. Declarations: The applicant applying for the licence must sign and date the form on Page 7. The parent must sign and date the form following the medical declaration.

Please note failure to answer all questions will delay the issue of a licence and could result in the application being returned